Approved For Release 2001/07/16 : CIA-RDP78-05844A000100110006-3

11 September 1961

MEMORANDUM FOR: Administrative Officer
National Security Council

SUBJECT : Transfer of Non-Expendable Equipment Account Balance as of 31 August 1961 - Supported by Individual Perpetual Inventory Cards

1. We are transferring herewith, unadjusted, individual Perpetual Inventory Cards, heretofore maintained by this Office, which reflect non-expendable equipment purchased or otherwise acquired by the Council from its inception.

2. The cost of equipment reflected on the accounting records is $117,718.90 which is composed of one hundred twenty-one different stock number items embracing approximately 1,315 separate non-expendable pieces of equipment.

3. Two items of non-expendable equipment have not yet been included within the equipment account. Until payment has been made, these items will remain on the Fiscal Year 1961 record of unliquidated obligations. When payment is finally accomplished an inventory card will be prepared and forwarded to you for your further action. The two items of non-expendable equipment are:

(a) One No. 47-11, Typewriter, Manual, Smith-Corona-$23.40 and,

(b) One Wired Safe Cabinet-approximately $600.00.

4. As and when the Council determines that a physical inventory is to be taken, we shall be pleased to make ourselves available for rendering assistance in the taking thereof, providing that adequate and sufficient personnel are available for such at the time so determined.

[redacted]
Chief, Fiscal Division

STATINTL

DOC 2 REV DATE 28 FEB 1981 BY 029125
ORIG COMP — OPI 38 TYPE 01
ORIG CLASS S PAGES 9 REV CLASS U
JUST 22 NEXT REV 1989 AUTH: HR 70-2

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STATINTL [redacted]

Received and Accepted:

Administrative Officer
National Security Council
9/12/61

Attachments: (a) Perpetual Inventory - Card Itemization.

(b) Related Individual Inventory Cards, totalling $117,718.90.

RMG/mjr (11 September 1961)
Distribution:
Orig. & 1 - Addressee
1 - Signer's copy
~~1 - Payroll Branch~~
1 - Accounting Branch

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